



**Indiana Supreme Court  
Division of State Court Administration  
Request to Post Court Information on the Internet  
under Trial Rule 77(K) – Renewal Request**

*You must complete this form regardless of prior approval!*

**Important Notes:** A vendor who accesses court information under this request must execute a Bulk Data User Agreement with the Division of State Court Administration under Administrative Rule 9 before this request may be approved and before any court information may be released to that vendor.

If a vendor is used, the Division will not approve any request that is not accompanied by a copy of the agreement between the clerk and the vendor, which agreement must include provisions requiring the vendor to report any breaches of security and/or any unauthorized release of confidential information bi-annually, and providing for an annual audit, at vendor expense, of revenues generated by the contract.

For questions related to this form, please contact Kristin Donnelly-Miller. All materials should be submitted to the Division of State Court Administration, Attn: Kristin Donnelly-Miller, 30 South Meridian Street, Suite 500, Indianapolis, IN 46204, or by fax to (317) 233-6586.

County: \_\_\_\_\_ Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Clerk: \_\_\_\_\_ Vendor\* (if any): \_\_\_\_\_  
\*See Important Notes above

Requestor Name: \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Requestor E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

Requestor Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor Office/Position/Title: \_\_\_\_\_

Pursuant to Trial Rule 77(K), I, \_\_\_\_\_, Clerk of \_\_\_\_\_ County, with the consent of a majority of the judges of courts of record in the county request to post electronic court information on the Internet as set out below.

*As a renewal request, you only need to complete Sections 1 & 3. However, if your vendor, pricing or information posted has changed from your initial request, you must indicate those changes in Section 2. Is your renewal requesting any changes? ☐ Yes ☐ No If yes, please complete only those items for which a change is requested.*

<b>Section 1 – For Renewals Only:</b>
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A. Date information was first posted to Internet: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

B. Does your Court post the information using in-house technology? ☐ Yes ☐ No

C. If no, Name of Vendor: \_\_\_\_\_

D. Date your vendor was last approved for Admin.R. 9(F) Bulk Data access?  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (Vendors must renew Admin.R. 9(F) requests annually)

E. Does your Court or does your vendor charge a fee for access to the Court Information? ☐ Yes ☐ No (If your fee structure has changed, you must indicate changes in Section 2.)

F. If you or your vendor charges a fee, please provide the amount of revenue collected by the Court or remitted to the Court for the previous year: \$\_\_\_\_\_

G. Has your County Board of Commissioners adopted an electronic system fee?  
☐ Yes ☐ No.

If yes, did your Court comply with Admin.R. 9(E) with regard to the fee collection, deposit, distribution and accounting of any revenue? ☐ Yes ☐ No

H. List specific costs associated with the posting of information electronically, e.g., Internet access. (Please list with dollar amounts, add additional lines or pages if necessary):

<u>Costs</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

I. List the responsible party, e.g., County Commissioners, for each of these costs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Is Internet access to records available at all times? ☐ Yes ☐ No

K. If Internet access is available only during particular hours, please list hours: \_\_\_\_\_

L. Please provide the following details for any and all revenues generated from the posting of court records to the Internet:

1. Revenues generated in since last request filed \$ \_\_\_\_\_
2. Fund/account revenues are deposited to: \_\_\_\_\_
3. Expected revenues for renewal period: \$ \_\_\_\_\_

*If your vendor, pricing structure and the information you are posting remain the same as in your initial application, you need not complete Section 2. If your vendor, pricing or information posted has changed, you must indicate the changes in Section 2.*

<b>Section 2- For Change of Information: (only complete those items that have changed)</b>
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A. Proposed start date for posting electronic information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

B. Name of Vendor (if any): \_\_\_\_\_

C. List specific costs associated with the posting of information electronically, e.g., Internet access, technology costs. (Please list with dollar amounts, add additional lines or pages if necessary):

<u>Costs</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

D. List the responsible party for each of these costs, e.g., County Commissioners, vendor reimbursement:

\_\_\_\_\_  
\_\_\_\_\_

E. Will Internet access to records be available at all times? ☐ Yes ☐ No

F. If Internet access is available only during particular hours, list hours here \_\_\_\_\_

G. Please provide the following details for any and all revenues expected to be generated from the posting of court records to the Internet:

1. Fund/account revenues will be deposited to: \_\_\_\_\_
2. Did your Court comply with Admin.R. 9(E), if applicable? \_\_\_\_\_
3. Expected revenues for first year: \$ \_\_\_\_\_

H. Who will be able to access the electronic information? (Check those that apply)

1. ☐ General public (i.e. no subscribers, all users have same access)
2. ☐ Subscribers/registered users only (i.e. no general public access, all users must be registered)
3. ☐ Both subscribers/registered users and general public (i.e. more information available to registered users, but some information available to general public access)
4. ☐ Other (please describe access):  
\_\_\_\_\_  
\_\_\_\_\_

I. Will your system require users to subscribe or register? ☐ Yes ☐ No

If no, skip to Question J. If yes, please attach the subscriber agreement to this document, and answer the following questions:

1. Is there a cost for subscription? ☐ Yes ☐ No If yes, how much? \$\_\_\_\_\_
2. What information may a **subscriber** obtain electronically? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is there an additional cost for **subscribers** to access specific records?  
☐ Yes ☐ No If yes, how much is the cost to **subscribers**? \$\_\_\_\_\_ and  
how is it assessed (per record, per search, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Can the **general public** access specific case records? ☐ Yes ☐ No

1. What information may the **general public** obtain electronically? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Is there an additional cost for the **general public** to access specific records?  
☐ Yes ☐ No If yes, how much is the cost to the **general public**? \$\_\_\_\_\_ and  
how is it assessed (per record, per search, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. How will the clerk/court monitor subscriber/vendor relations? Who is responsible for audits and oversight and how often are audits reported to the courts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

L. What means will be used to terminate access if a subscriber or vendor misuses or violates the agreement, who will implement the termination, are there other consequences besides termination of access (list any), and are there any safeguards in place to prevent misuse of the system?

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M. What information do you plan to include on your site? (Choose all that apply)

General Public Access	Subscriber Only Access
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Courthouse Information (driving directions, parking, etc.)
Court Information (address, phone numbers, general hours, etc.)
Judge Information (biographical, jurisdiction, etc.)
Index
CCS
RJO
Court Calendar
Printable Forms
Self-Help Information
Other (please describe below)

If you selected "other", please describe: \_\_\_\_\_

N. How often will the site be updated and by what means (vendor or court/county staff)?

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O. In addition to confidential information under Administrative Rule 9, is there particular information that will be redacted or that will not otherwise be available to the **general public**? ☐ Yes ☐ No

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

P. In addition to confidential information under Administrative Rule 9, is there particular information that will be redacted or that will not otherwise be available to **subscribers**?

☐ Yes ☐ No

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q. Is the court's case management system web-based or will the information be transferred to a vendor's server?

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

R. Please describe, in detail, what kind of security process will be used to safeguard court information that is posted to the Internet, as well as the court information/case management system on the court's own server, e.g., firewall, redundant back up:

\_\_\_\_\_  
\_\_\_\_\_

S. Please provide details on your plan and/or procedure for updating the site, including the individual(s) responsible for checking information posted to the Internet, how frequently the information is reviewed, and how often updates to the web site are reported to the courts for approval of the updates: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Section 3 – Required For All Requests</b>
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**ATTACHMENTS:** Please attach the following to this request:

1. Copy of the current Consent of the Judges for posting the records under Trial Rule 77(K). (Consent must be updated with every renewal request.)
2. Copy of samples of web pages or screen prints.
3. Copy of the agreement between the Court or Clerk and any outside vendor, if applicable.
4. Copy of the Vendor Bulk Data Distribution Agreement executed by the Division of State Court Administration and the Vendor, if applicable.
5. Copy of any documentation with respect to compliance with the State Board of Accounts and the revenue accounting methods, if applicable.
6. Copy of any subscriber agreements provided by the Court or Vendor, if applicable.
7. Document Submission Checklist (*Attach to the front of your request.*)

*I hereby certify that the abovementioned information is accurate and complete, and that all information will be posted in compliance with Trial Rule 77 (K) and Administrative Rule 9.*

\_\_\_\_\_  
Requestor's Name (Please Print)

\_\_\_\_\_  
Requestor's Title

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date